

D/L

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 20-18

LI 20-18
PERSONNEL
Revised 20 September 1974

SUBJECT : The Logistics Career Service Board, Career Service Panels
and Awards and Training Panels

REFERENCES: (a) LI 20-12
(b) LI 25-2
(c) LI 20-14

1. GENERAL

This instruction defines the composition and areas of responsibility of the Logistics Career Service Board (LCSB), Career Service Panels, and the Awards and Training Panels.

2. ADMINISTRATIVE CHANGES

- a. The composition of the Logistics Career Service Panels is outlined in the attached memorandum which will be periodically revised. It is the intent that membership on the panels will rotate with members serving from 12 to 18 months.
- b. The Career Service Panels will be responsible for the competitive evaluation, promotion recommendations, career progression, and rotation of personnel in grades GS-07 through GS-14. The A Panel will also consider clerk typists and stenographers at the GS-06 level. Other employees in grades GS-06 and below and most wage board employees will be the responsibility of their assigned division or staff for promotional and assignment consideration.
- c. Each employee has been assigned a 3-digit career service letter designation which will be reflected in all future personnel actions. The first letter, M, represents the Directorate of Administration Career Service. The second letter, L, represents the Logistics Career Subgroup, and the third letter represents the appropriate panel: A, L, M, P, R or S (described in paragraph 4 below). Designation E, which represents executive, will be the responsibility

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of the LCSB or the Director of Logistics (D/L). Designation C represents clerical or subprofessional GS personnel who will come under the cognizance of the division or staff to which they are assigned. Designation W represents wage board personnel who will come under the cognizance of the division or staff to which they are assigned with the exception of WP and GP in the Printing Services Division. Copies of personnel actions will be forwarded to an employee where there is a revision of panel responsibility or reassignment of the individual into a career ladder. Questions regarding an employee's panel assignment should be directed to the Personnel and Training Staff (P&TS), OL, on extension 2657.

3. COMPOSITION AND RESPONSIBILITIES OF THE LCSB

- a. The LCSB will consist of : Chairman -- Deputy Director of Logistics; Members -- Executive Officer, Chiefs of Plans and Programs Staff and Procurement Management Staff, all OL Division Chiefs; and Chief, P&TS -- Recorder and Advisor.
- b. Responsibility of the LCSB will be the rotation and the ranking of all GS-14 personnel plus Logistics Officer Trainees, systems analysts, and other personnel (GS-07 through GS-13) who are in a staff assignment or being developed as Logistics generalists. The LCSB will be responsible for advising the D/L on policy matters, reviewing circumstances of employees who will not accept overseas assignments, and reviewing and advising the D/L on panel rankings for promotion or rotation, and any other assignment as requested by him.

4. RESPONSIBILITIES OF THE CAREER SERVICE PANELS

- a. A Panel: Clerk typists and clerk stenographers, GS-06 through GS-09, whose current career direction is secretarial.
- b. L Panel: GS-07 through GS-13 personnel whose functional areas are within the Logistics Services Division, such as administrative services officers, courier supervisory personnel, or motor transportation supervisors.

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- c. M Panel: GS-07 through GS-13 personnel whose functional area is within procurement and contract negotiation.
- d. P Panel: All GS-07 through GS-13 personnel whose functional areas are within Printing Services Division and all WP and GP wage board.
- e. R Panel: GS-07 through GS-13 architects, engineers, maintenance supervisors, real property officers, and other personnel whose functional areas are real estate, engineering, and maintenance.
- f. S Panel: GS-07 through GS-13 personnel in the supply, transportation, ordnance and cataloging areas of Supply Division, area divisions, and most overseas supply and general Logistics positions.


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Director of Logistics

Attachment

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